HOW WOULD YOU USE THIS SOFTWARE:
Skype is used on campus for 3 main purposes: 1) for personal communication, 2) for virtual office hours, and 3) for conducting candidate interviews. This tutorial will apply to all these uses, but will pay special attention to the purpose of conducting candidate interviews.

HOW TO GET STARTED USING SKYPE:
1. First, you will need to download and install the software at www.skype.com. The website will know what type of device you are using (Windows, Mac, Mobile) and will install the proper software. As part of this process, you will need to create a free Skype ID. Make sure to create an ID that you can remember. If you will be using this ID for interviews, consider making an ID that does NOT use your personal credentials or name.
2. If your device does not have a built-in webcam, you will need to purchase one. The easiest way is to do a simple Amazon.com search:
   You don’t need to spend a lot of money, but don’t buy the cheapest either. $30 - $50 should suffice.
3. It is also recommended to use a computer headset with Skype, because it greatly improves audio quality and reduces the potential for feedback. Again, an Amazon search will give you plenty of options:
   http://www.amazon.com/s/ref=nb_sb_noss_1?url=search-alias%3Dcomputers&field-keywords=computer+headset
   If you will be using Skype for interviews, you cannot use a headset!!! In this case, the microphone in the webcam would work, or you can obtain a USB conference microphone similar to this one: http://wwwuniversalmania.net/mxl-procon-ac-404-microphone/?gclid=CMDv-bC9oMECFVEQ7AodymQAJw

HOW TO USE SKYPE:
1. Select the Skype Icon from your desktop
![Skype Icon]
2. Login with the username and password you used when you set-up Skype for the first time.
3. On the left of the screen, you will see your contact list.
   a. To add someone to your contact list (required to make a video call) you will need their **Skype User Name**.
   b. Search for them in the **Search** box (top left of window)
   c. If you already have the contact in your list, simply select them and choose either video call or audio call
d. When you are in a call, you will see options below your contact’s video, including microphone on and off, video on and off, connectivity, full screen and end call.

![Skype call interface with options]

e. When you are done with your call, select the RED PHONE ICON to end the call.

f. To modify, or view, your video and audio settings, go to:
   - i. PC users: Skype → Tools → Options → Audio and Video settings
   - ii. Mac users: Skype → Preferences → Audio/Video Tab

Tips for using Skype: Very Important!!

1. Use wired internet when possible. If it is a podium computer or plugged into the wall, you are good. Wireless will usually work, but you can never be sure.
2. Try not to use smartphones or tablets. They will work ok for personal conversations, but for an interview, a laptop or desktop computer is needed!!!
3. Close any unnecessary programs that you aren’t using with Skype.
4. DO NOT SKYPE OUTSIDE OR IN A NOISY ENVIRONMENT. You may be able to ignore background or wind noise, but it is not easy for those on the other side.
5. Pay attention to your background. Too much light behind you and you appear to be only a dark figure. Also, don’t have anything behind you that may be distracting to those who are on the other side.
6. Pay attention to your attire. Don’t wear stripes or anything too bright. Solid colors are best.
7. Avoid moving your head too much or “talking with your hands.” Video via Skype is a little different than television, and too much movement can cause the video to pixelate and degrade.

HOW TO SETUP SKYPE FOR A CANDIDATE INTERVIEW:
1. Using Skype to conduct candidate interviews is very similar to using Skype for personal communication. The biggest differences have to do with how the room will be laid out. When considering using Skype for interviews, consider these things
   a. How will the committee see the candidate?
   b. How will the candidate see the committee?
   c. How will the candidate be heard?
   d. How will the committee be heard?
2. I have found that using a conference room is a good idea. A webcam off Amazon (see above) will work fine, but you will need to move the camera far away from the committee. Webcams are designed for close up, so to get everyone in the frame, you will need to move far away.
3. Using the mic on the webcam or a conference mic (see above) will work well in the conference room also.
4. Keep in mind that Skype is a FREE program. This means that there is NO GUARANTEE of quality of service. For example, you may have one interview that has good picture and audio quality and the next one may be very poor. To help prevent this, please encourage the candidates to follow the suggestions on the Skype user sheet found here: http://www.utc.edu/walker-center-teaching-learning/information-services/skype.php
5. When problems occur, it is most likely on the candidates end. They may need to use a headset or turn on their webcam video. We have good connectivity on campus and if you are using a laptop or podium computer, your setup is easily capable of performing for Skype.

ALTERNATIVES TO SKYPE:
1. Oovoo - www.oovoo.com
3. Facetime (Mac only) - https://www.apple.com/mac/facetime/
4. Tango - http://www.tango.me/
5. VSee - http://vsee.com/